

DEPARTMENT OF SOCIAL SERVICES
744 P Street, Sacramento, CA 95814



January 10, 2000

ALL-COUNTY LETTER NO. 99-109

REASON FOR THIS TRANSMITTAL

- ☐ State Law Change
- ☐ Federal Law or Regulation Change
- ☐ Court Order or Settlement Agreement
- ☐ Clarification Requested by One or More Counties
- ☒ Initiated by CDSS

TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: ADOPTIONS PROGRAM REPORTING FORMS - AD 42I and AD 42R

Beginning immediately, all submissions of the following forms must be accompanied by a coversheet that identifies the documents being sent to the California Department of Social Services (CDSS):

- Independent Adoption Agency Program (AD 42I)
- Adoption Agency Program – Individual Case Reports (AD 42R)

The coversheet will allow quicker and more accurate response to inquiries about submitted forms.

The coversheet must, at a minimum, show:

- date the package is sent to CDSS
- originating agency's name and the agency number assigned by the CDSS Adoptions Program
- number of documents being sent
- type of document attached
- for each document attached: case number assigned by the CDSS, case name, and date of adoption/adoption action
- agency contact person and telephone number

A sample form is attached. You may use this format or any similar form you develop or now use, as long as the required items are present.

Packages received after February 1, 2000 without an coversheet will be returned to the originator so that such a form can be added.

Questions about this requirement may be addressed to Harrison Kim at (916) 322-9809.

Sincerely,

***Original Docment Signed By
Lois VanBeers on 1/10/00***

LOIS VANBEERS, Deputy Director
Program Planning and Performance Division

Attachment

ADOPTION FORMS COVERSHEET

DATE SENT: _____

Submitting Agency Name: _____ Agency Number: _____

Type (circle): AD 42I AD 42ICA AD 42R

<u>Case Number</u>	<u>Case Name</u>	<u>Action Date</u>
1.		
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25.		

Agency Contact: _____ Tele. #: _____